

Replacing Valuable Papers

FRM-00397

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- ◆ Pen

What Are Valuable Papers?

Valuable papers are documents that provide written records of important events or transactions. They are records that you may need sometime in your life to prove your identity, your age, your status in life or your ownership or indebtedness. Valuable papers include birth, marriage and death certificates, deeds, leases, contracts, wills, insurance policies, military papers and social security records.

Why Protect Valuable Papers?

Some papers may not be used very often, but may be extremely important when they are needed. Sometimes they may be needed quickly or unexpectedly. In the case of a death for instance, a will may be needed within a few hours or days. Property transfers or rights of way may require access to deeds and mortgages.

Why Replace Valuable Papers?

It may take days or months to replace some valuable papers. Birth, death and marriage certificates must be obtained from the state in which the event occurred. This process may take months. The long wait may result in financial losses or in delays in events such as marriages, estate probates, admission to school, etc.

When Should Valuable Papers Be Replaced?

Valuable papers that are lost or destroyed need to be replaced immediately to avoid later delays when the documents are needed.

How Should Valuable Papers Be Protected?

The more difficult the document is to replace, the more secure the storage area should be. Some valuable papers such as your drivers license should be carried with you. Others may be stored in home files. Papers which are very difficult to replace or are irreplaceable should be kept in a safety deposit box or safe.

How To Replace Valuable Papers?

Do not just stack papers and plan to return to them later. Put them in the proper place as soon as you receive them. Usually the person who is described or involved with the paper will need to sign forms for their replacement. However, the person responsible for managing the home business center may initiate the request.

Who Should Replace Missing Papers?

The following table outlines the procedures for replacing many types of valuable papers. Procedures vary from state to state and locality to locality. The processes outlined here should provide a guide to help you replace those valuable papers.

How To Replace Valuable Papers

Valuable Papers	National	State of Alaska
Adoption papers	Out-of-state write: Bureau of Vital Statistics Capital City, State where adoption occurred, or call University of Alaska Library	Alaska Department of Health & Social Services Bureau of Vital Statistics Box 110675 Juneau, AK 99811-0675 465-3392
Birth Certificate Death Certificate Marriage Certificate	National Center for Health Statistics Room 1-57 3700 East-West Highway Hyattsville, MD 20782	Alaska Department of Health & Social Services Bureau of Vital Statistics Box 110675 Juneau, AK 99811-0675 465-3391
Divorce papers Dissolutionment papers	Out-of-state write: Bureau of Vital Statistics Capital City, State where divorce occurred, or call University of Alaska Library	Alaska Department of Health & Social Services Bureau of Vital Services Box 110675 Juneau, AK 99811-0675 465-3391 www.hss.state.ak.us/dph/bvs
Drivers license	Out-of-state: Get address from State of Alaska Driver Services Div. of Motor Vehicles Office	State of Alaska Driver Services Division of Motor Vehicles P.O. Box 20020 Juneau, AK 99802-0020 465-4335 www.state.ak.us/dmv
Educational records	Department of Health, Education & Welfare Washington, D.C. 20201	Alaska Department of Education 801 W. 10th, Suite 200 P.O. Box 110500 Juneau, AK 99801-1894 465-2800 www.educ.state.ak.us
Federal income tax returns	Write to the IRS center to which your return was sent www.irs.gov	Internal Revenue Service Ogden, Utah 84201
Health records	Doctor, school district, military base or wherever treatment was given	Alaska Department of Health & Social Services Alaska Office Building 350 Main Street Juneau, AK 99801 465-3030
Insurance policies	Contact agency providing coverage. For agency addresses: American Council of Life Insurance 101 Constitution Avenue NW Washington, D.C. 20001-2133 www.acli.com	

Local-Fairbanks	Local-Anchorage	Local-Juneau
Use address for State of Alaska	Use address for State of Alaska	Use address for State of Alaska
Alaska Department of Health & Social Services Bureau of Vital Statistics 615 23rd Avenue, Ste. 300 Fairbanks, AK 99701 452-4863	Alaska Department of Health & Social Services Bureau of Vital Statistics 3601 C Street, Suite 128 Anchorage, AK 99503 269-0991	Alaska Department of Health & Social Services Bureau of Vital Statistics Box 110675 Juneau, AK 99811-0675 465-3391
Department of Public Safety Division of Motor Vehicles 1979 Peger Road Fairbanks, AK 99701 451-5180	Department of Public Safety Division of Motor Vehicles 1300 W. Benson Anchorage, AK 99507 269-5551	Department of Public Safety Division of Motor Vehicles 2760 Sherwood Lane Juneau, AK 99801 465-4385
Fairbanks North Star Borough School District Transportation & Attendance Attn: Student Records 520 5th Avenue Fairbanks, AK 99707 452-2000 www.northstar.k12.ak.us	Anchorage School District Records Data Processing Dept 1602 Hillcrest Drive Anchorage, AK 99517 742-4607 www.asdk12.org	Juneau-Douglas High School 10014 Crazy Horse Drive P. O. Box 808 Douglas, AK 99801 523-1700 www.jsd.k12.ak.us
101 12th Avenue Fairbanks, AK 99701 456-0204	949 E. 36th Avenue Anchorage, AK 99508 271-6391	
Contact your doctor, school district, military base or wherever treatment was given		

Valuable Papers	National	State of Alaska
Military discharge papers	National Personnel Records Center (Military Personnel Records) 9700 Page Boulevard St. Louis, MO 63132 www.archives.gov/st-louis/military-personnel	
Naturalization papers		Immigration and Naturalization Service 632 West 6th Avenue, Room 401 Anchorage, AK 99501
Passports	Passport Office Department of State 1425 K Street N.W. Washington, D.C. 20524 1-877-487-2778 travel.state.gov	Regional Office Seattle Passport Agency 915 2nd Avenue Suite 992 Seattle, WA 98174
Property deeds	Write to Recorder's Office in borough or county where property is located.	Contact your local Recorder's Office
U.S. savings bond		(Local banks have a form to fill out and mail to the national address.)
Social Security	Social Security Administration P.O. Box 57 Baltimore, MD 21203 1 800 772-1213 www.ssa.gov	
Vehicle title	Out-of-state: Get address from State of Alaska Div. of Motor Vehicles Office	State of Alaska Headquarters Division of Motor Vehicles 1300 West Benson Anchorage, AK 99510

Local-Fairbanks	Local-Anchorage	Local-Juneau
Veteran's Administration Federal Building, Room 240 540 4th Avenue, Suite 100 Fairbanks, AK 99701 456-4238	Veteran's Administration Regional Office 4201 Tudor Center Dr., Ste. 115 Anchorage, AK 99508 563-6966	
Passport Office local post office	Passport Office local post office	Passport Office local post office
Recorder's Office 1648 South Cushman, Suite 201 Fairbanks, AK 99701 452-2298	Recorder's Office 550 W. 7th Avenue, Suite 120 Anchorage, AK 99501 269-8872	Recorder's Office 400 Willoughby, 3rd Floor P.O. Box 111013 Juneau, AK 99811 465-3449
Social Security Office 101 12th Avenue, Room 138 Fairbanks, AK 99701 456-5390/800 478-0391 Fax: 456-0333	Social Security Office 222 W. 8th Avenue, Room A11 Anchorage, AK 99513 271-4455/800 478-4455 Fax: 271-4878	Social Security Office Rm. 231 Fed Bldg., 709 WP P.O. Box 21327, Juneau, AK 99802 586-7070/800 478-7124 Fax: 586-7320
Department of Public Safety Division of Motor Vehicles 1979 Peger Road Fairbanks, AK 99701 451-5180	Department of Public Safety Division of Motor Vehicles 1300 West Benson Anchorage, AK 99507 269-5551	Department of Public Safety Division of Motor Vehicles 2760 Sherwood Lane Juneau, AK 99801 465-4385

About The Series

This is a series of fact sheets to assist you in setting up a system to help you get control of your time and resources.

Each fact sheet gives you suggestions and ideas concerning one topic with a suggested activity to help you get one step closer to becoming organized.

It may take you as long as a year to get your management system working effectively for you.

Households that develop such a system and use it faithfully have discovered that no matter what the economic conditions are, they can still get ahead or at least stay even.

In this series, you can request fact sheets on the following topics:

Organizing Your Home Business Center (FRM-00390)

The Temporary Home Filing System (FRM-00391)

The Permanent Home Filing System (FRM-00392)

Valuable Papers Checklist (FRM-00393)

Valuable Papers Inventory (FRM-00394)

Taking a Household Inventory With a Camera (FRM-00395)

Keeping Home Records: What to Discard (FRM-00396)

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